



Columbia University
 Mechanical Engineering Dept. M/C 4703
 New York, NY 10027
 212-854-2965 fax 212-854-3304

Departmental Use:

P-card			
PO:			Date Entered
	S/S		
	Req ID #		
	EDM		

Company: _____
 Address: _____
 Phone: _____
 Fax: _____
 website: _____

DATE: _____
 Requisition sent by: _____

Chartstring:	Dept. #	Project	Activity	Initiative	Segment
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Item	Catalog #	Description	Unit	Chemical?	Hazardous?	Qty	Unit Price	Total Price
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
							Subtotal	
							Shipping	
							Total	

SHIPPING

ATTN:
 Mechanical Engineering, Columbia University
 500 W. 120 Street, Room 220 Mudd
 New York, NY 10027

OVER \$2500?

Vendor 1	Competing Quotes for PO
Vendor 2	
Explanation:	Sole Source for PO

or

Departmental Use:

Order Number _____
 Columbia Reference _____

Notes: _____

Departmental Use:

Items Missing	Received

Existing Vendor:	Date Entered:
Category Code Used:	
Account Code Used:	

